

Fact Sheet

Module 11—Electronic Tax Return Preparation and Transmission

Tax preparation is the completion of the forms and schedules needed to compute and report the tax. Tax returns can be prepared and transmitted manually or electronically. Transmitting a tax return means sending the return to the taxing authority. Electronic filing (e-file) options include TeleFile; Online, Self-prepared; and Authorized IRS e-file Provider (Tax Professional). Personal Identification Numbers (PINs) ensure that the taxpayer, and not someone else, transmitted the tax return. A PIN allows the taxpayer to “sign” the return electronically. Electronic preparation and transmission of tax returns have numerous benefits.



Tax Return Preparation

- Manual
- Electronic

Benefits of Electronic Preparation

- Increased accuracy
- Ease of use
- Ability to prepare federal and state returns at the same time

Tax Return Transmission

- By mail
- By using electronic filing (e-file) options:
 - a. TeleFile
 - b. Online, Self-prepared
 - c. Authorized IRS e-file Provider

Benefits of Electronic Transmission

- Direct deposit
- Electronic funds withdrawal for payment
- File early and pay later
- Secure
- Paperless
- Electronic acknowledgment
- Avoids lost or delayed returns
- Avoids trips to the post office
- Ability to transmit federal and state taxes at the same time